Ramapo College of New Jersey

# Accreditation & Program Specialist (P.S.S.2, U24)

| | | | |
|---|---|---|---|
| **SALARY** | See Position Description | **LOCATION** | Ramapo College, Main Campus - Mahwah NJ |
| **JOB TYPE** | Full-Time | **JOB NUMBER** | 202300454 |
| **CORE** | Teaching & Learning Core | **DEPARTMENT** | School of Arts, Humanities & Education |
| **OPENING DATE** | 09/25/2026 | **FLSA** | Exempt |
| **BARGAINING UNIT** | AFT | | |

## Description

**About Ramapo College of New Jersey**

Ramapo College of New Jersey is the state's premier public liberal arts college, where students build the confidence, skills, and perspective to thrive in a changing world. Located on a breathtaking 300-acre campus in the foothills of the Ramapo Mountains and just a short trip from New York City, Ramapo blends the best of both worlds: natural beauty, state-of-the-art facilities, and access to one of the world's most dynamic job markets.

With approximately 6,000 students, Ramapo offers a personalized, student-centered experience defined by a 16:1 student–faculty ratio, small classes, and faculty who mentor, challenge, and inspire. Students can explore over 40 undergraduate majors and a growing portfolio of graduate programs in fields such as Business Administration, Data Science, Nursing, Educational Leadership, Social Work, Special Education, and the Doctor of Nursing Practice. Across every discipline, Ramapo emphasizes hands-on learning through internships, co-ops, study abroad, faculty research, service projects, and real-world experiences that prepare students for meaningful careers.

Our campus is home to cutting-edge academic spaces, including the Anisfield School of Business, the Adler Center for Nursing Excellence, the Sharp Sustainability Education Center, the Berrie Center for Performing and Visual Arts, the Les Paul Music Studio, and the Peter P. Mercer Learning Commons. Ramapo's award-winning residence halls are consistently ranked among the best in New Jersey.

Nationally recognized for excellence and value, Ramapo is ranked #1 among New Jersey public colleges by College Choice, named a Best Regional University North by *U.S. News & World Report*, and celebrated by *Kiplinger's*, *Money Magazine*, Colleges of Distinction, and Victory Media's Military Friendly rankings.

At Ramapo, students don't just earn degrees; they discover their strengths, explore new possibilities, and build the foundation for bold futures.

**Working at Ramapo**

Ramapo College of New Jersey has been recognized as a “Great College to Work For,” where our employees are at the heart of everything we do. We foster an equitable and fair workplace where ideas are welcomed, contributions are valued, and individuals are encouraged to grow both professionally and personally. Employees benefit from meaningful work, opportunities for development, and the chance to make a lasting impact on students’ lives every day.

At Ramapo College, we believe excellence is achieved through teamwork, respect, accountability, innovation, and a shared commitment to learning. Our all-hands-on deck culture requires leadership at all levels to ensure we achieve our mission, implement our goals, and invest in our future one student at a time. We are proud to offer a supportive environment that values well-being and continuous improvement. We believe in being bold, being kind, and being good teammates, making Ramapo not just a place to work, but a great place to belong.

Ramapo College offers outstanding benefits through the New Jersey State Benefits system, generous PTO, professional development opportunities, wellness programs, tuition discounts for employees and their dependents, and much more.

This is a full-time, AFT position, and hours of work and days are Monday through Friday, 8:30 a.m. to 4:30 pm. Occasional evening and weekend work may be required as job duties demand. Note: This position is in the “NL” category of employment (non-fixed work week) An AFT- NL professional staff member or librarian who is required to work beyond 35 hours shall be compensated through compensatory time off. Compensatory time shall be earned for hours worked beyond the normal work week, or on an employee’s regular day off, if requested and approved by their supervisor.

**Compensation:**
**AFT - U24 - Steps 1-5**
**$76,486-$91,777**
**Internal candidate salary will be based on union-negotiated calculations.**

**JOB SUMMARY:**

This position performs work that is complex and broad in scope, requiring independent judgment, attention to detail, strong organizational skills, and the ability to manage multiple priorities. The role serves as a critical link between accreditation and assessment requirements and the daily administrative and operational functions that support faculty.

Reporting to the Dean of the School of Arts, Humanities, and Education and working closely with the Assistant Dean of Teacher Education, the Accreditation and Program Specialist provides leadership for program accreditation and assessment while delivering high-level administrative, operational, and data support to faculty and academic leadership. This position integrates accreditation oversight, assessment coordination, faculty workload monitoring, and complex administrative functions to support program quality, compliance, and effective school operations.
Accreditation and Program Specialist leads and coordinates the systems and processes that sustain national and state accreditation for undergraduate and graduate education programs. The position maintains current expertise in accreditation standards and reporting requirements, oversees the collection and analysis of assessment data related to student learning and program effectiveness, and manages performance-based assessment processes, including course alignment, submission tracking, and results analysis. The role prepares accreditation materials, annual reports, and documentation for internal and external review, and represents the College’s assessment and accreditation efforts at New Jersey Association of Colleges for Teacher Education (NJACTE) meetings and other professional forums.
In addition, the position provides advanced administrative and operational support to the School of Arts, Humanities, and Education Dean’s Office and Teacher Education leadership.
Responsibilities include monitoring faculty workload and assignments, managing faculty data for scheduling and planning, and gathering and preparing information for institutional reporting, accreditation, enrollment analysis, and

program review. Working collaboratively with school leadership, program conveners, and institutional offices, the position ensures accurate reporting, regulatory compliance, and the confidentiality and accessibility of records, while contributing data-informed insights and operational support for program review, strategic initiatives, and ongoing school improvement.

## Examples of Duties

**Accreditation and Assessment Responsibilities**

- Implement, manage, and maintain the accreditation platform for Teacher Education.
- Analyze and interpret state regulations and serve as the liaison between the New Jersey Department of Education (NJDOE) and Ramapo College's educator preparation programs.
- Support the submission of new and revised applications and related documentation required for NJDOE Program Approval and Re-Approval in accordance with the New Jersey Administrative Code and other state mandates.
- Prepare clear, technically sound, and informative accreditation reports, including the Annual Report, Self-Study Report, Self-Study Report Addendum, Factual Corrections, Rejoinders, and related submissions.
- Serve as the liaison between Information Technology Services (ITS) and Teacher Education regarding accreditation platforms and continuously evaluate program-related software and systems.
- Facilitate annual training sessions as needed; develop, update, and distribute training resources; and assist and troubleshoot for users as necessary.
- Monitor student and staff performance and identify opportunities for improvement through assessment and survey data collection and analysis.
- Collaborate with full- and part-time faculty and staff to develop assessment instruments that produce valid and reliable data for accreditation and performance-based assessment activities.
- Facilitate the resolution of structural issues to align education coursework, accreditation requirements, and performance-based assessment processes.
- Compile, analyze, and interpret data; conduct research; and communicate findings to faculty and staff to support program improvements and corrective actions.
- Verify, maintain, and safeguard accurate and confidential databases related to accreditation and performance-based assessment.
- Administer exit, alumni, employer, and clinical practice surveys for accredited education programs and analyze and disseminate survey results.
- Serve as a non-voting member of Teacher Education ad hoc committees related to accreditation, assessment, and innovation; prepare, maintain, and archive meeting agendas, minutes, and supporting documentation.
- Support the Dean's Office in organizing and facilitating biannual Teacher Education faculty data retreats and graduate program advisory board meetings; document and communicate findings to support continuous improvement efforts.
- Participate in faculty development workshops related to accreditation, assessment, and compliance as appropriate.
- Develop, update, and deliver training materials, seminars, workshops, and symposia for education program participants and K–12 partners related to accreditation and performance-based assessment.
- Create and present written and oral reports documenting progress toward accreditation requirements, performance-based assessment standards, and state compliance mandates.
- Support the Dean and Assistant Dean of Teacher Education in completing institutional Assessment Plans and Year-End Reports.
- Assist the Assistant Dean of Teacher Education, Graduate Program Directors, faculty, and staff with special projects, assignments, and events as needed.
- Maintain current knowledge of state and national regulations, accreditation standards, and assessment practices; attend relevant professional meetings when feasible; and communicate emerging requirements, opportunities, and trends to Teacher Education leadership and faculty.
- Supervise graduate assistants and student aides as assigned.
- Support program and curriculum development initiatives as appropriate.
- Assist in coordinating, developing, implementing, and evaluating the Teacher Education strategic plan.
- Provide oversight and support for performance-based assessment activities, including timelines, communications, and systems for distributing current resources and data.

- Perform other duties as assigned.

**Technology Responsibilities**

- Maintain current knowledge of best-practices. Review and recommend technology options that will assist Ramapo College's education programs in their accreditation continuation/renewal efforts.

**Additional School-wide Duties**

- Learn and utilize various types of electronic and/or manual recording and information systems used by the agency, such as:
  Google Suite
  Microsoft Office
  Teams
  Banner
  DegreeWorks
  CourseDog
  Adobe Acrobat
- Track, analyze, and report on school and program enrollments, course offerings, and scheduling patterns; recommend improvements to the Dean.
- Assign students to faculty advisors and maintain accurate advising records.
- Collect, organize, and maintain electronic course syllabi for each academic term.
- Coordinate onboarding processes for new School of Arts, Humanities, and Education employees in collaboration with Human Resources.
- Serve as the primary point of contact for faculty inquiries, requests, and administrative support needs; provide guidance and refer matters to appropriate offices or personnel as needed.
- Maintain and distribute key school and college communications, ensuring faculty receive timely information regarding policies, procedures, deadlines, and operational matters.
- Prepare and distribute student evaluation materials for faculty, as needed.
- Provide information and administrative support to faculty, staff, students, external agencies, and members of the public in accordance with established policies and procedures.
- Prepare clear, accurate, and informative reports, summaries, and recommendations for the Dean.
- Collaborate with the Dean to monitor and evaluate enrollments, course offerings, and scheduling needs across the School.
- Maintain, organize, and safeguard confidential correspondence, records, files, and follow-up documentation.
- Learn and utilize electronic and manual information management systems, databases, and record-keeping tools required to support School and College operations.

## Qualifications

**REQUIREMENTS**

**EDUCATION:**

- A Bachelor's degree from an accredited college or university is required. A Master's degree in a field related to the position is preferred.

**EXPERIENCE:**

- A minimum of five years of professional experience in an institution of higher education, K-12 education, or another field that is directly related to the functions of the position to be filled or equivalency, as determined by the appointing authority, is preferred.

**ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES:**

- Implementation of new software platforms
- Project Development, Planning, and Management Experience
- Implements improved methods for data collection based on a deep understanding of assessment construction, implementation, and reporting.

- Excellent interpersonal, oral and written communication, and organizational skills.
- Demonstrated ability to prepare clear, technically sound, and informative reports containing conclusions and recommendations.
- Experience with and understanding of the accreditation process and ability to communicate it to all stakeholder groups.
- Ability to comply with and interpret applicable State education laws, policies, codes, and regulations, as well as accreditation standards, requirements, etc.
- Ability to develop, recommend, and evaluate education program goals, policies, and operations that comply with State, national accreditation, and College policies, procedures, and goals.
- Demonstrated ability to work with diverse stakeholders (e.g., students, faculty, staff, administrators, cooperating teachers, clinical supervisors) and to establish and maintain effective communication and cooperative working relationships with these stakeholders.
- Knowledge of or demonstrated ability to learn technology, software, and various platforms relevant to the position, accreditation and assessment efforts, and Unit operations. Ability to investigate other technologies and software that might replace current systems.
- Commitment to access, belonging, and community building.

---

**Employer**
Ramapo College of New Jersey

**Address**
505 Ramapo Valley Road

Mahwah, New Jersey, 07430

**Phone**
2016847782

**Website**
https://www.schooljobs.com/careers/ramapo?

## Accreditation & Program Specialist (P.S.S.2, U24) Supplemental Questionnaire

*QUESTION 1

**Do you have a minimum of a Bachelors Degree?**

- ◯ yes
- ◯ no

*QUESTION 2

**Do you have at least five (5) years of professional experience in an institution of higher education, K-12 education, or another field that is directly related to the functions of the position?**

- ◯ yes
- ◯ no

* Required Question